

Los Alamos

NATIONAL LABORATORY

memorandum

*FACILITIES, SECURITY and SAFEGUARDS
FSS-15, PERSONNEL and INFORMATION SECURITY*

*To/MS: Master Management & Administrative Support
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Phone/FAX: 7-1332/7-1368
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SUBJECT: NEW VISITOR REQUEST FORMS FROM THE BADGE OFFICE

A new set of visitor request forms is now available from the Badge Office for customers to use when hosting visitors to the Laboratory. Unlike the forms being replaced, the new forms have Laboratory form numbers and are designed to capture all the information the Badge Office needs to process these requests.

The forms, and their purpose are as follows:

Form No.	Form Name	Used for:
1725	Individual U.S. Visitor Badge Request	An individual visitor when all information is unique to that person. May be used for a cleared or uncleared visitor. The visitor must be a U.S. citizen. This form must be used if a picture badge is requested.
1735	Multiple U.S. Visitors Badge Request	Use to process a group of visitors who are all coming to the Laboratory for the same event or purpose. All visitors must be U.S. citizens. The visitors may be cleared or uncleared, but uncleared and cleared visitors cannot be listed on the same form.
1745	Cleared Foreign National Visitors Badge Request	Use for visits by a single individual or a group of individuals coming for the same event or purpose. All visitors must be foreign nationals and hold an appropriate clearance.

The only type of visits not handled by the Badge Office are visits by uncleared foreign nationals. These visits are handled by FSS-15's Foreign Visits and Assignments Team (POC: Veronica Martinez) via Laboratory Form 982.

For complete badging details concerning any type of visit to the Laboratory (e.g., who is eligible, characteristics of the badge and the visit), please go to the Badge Office's

Demystifying Badges and Badging

<http://www.lanl.gov/fss/fss-15/htmls/restricted/pavc/overview1b.html>
page on its Web site (<http://badge.lanl.gov>).

The new forms are available from the Badge Office's Web site under

Online Forms

<http://www.lanl.gov/fss/fss-15/htmls/restricted/pavc/forms.html>

as well as via the Laboratory's

Official Documents/LANL Online Forms

<http://iosun.lanl.gov:7000/devl/htmls/forms.html>

page. The Badge Office Web site is linked from the Laboratory's home page. The forms are available in both JetForm and PDF.

The Badge Office will not accept old versions of visitor request forms after January 30, 1998. Old forms submitted after this date will be returned to the sender for resubmission on the applicable new form. All customers are encouraged to use the new forms as soon as possible to ensure efficient processing of their requests.

On a related note, the Badge Office has been selected to pilot a new Web-based forms software application from HAHT Technologies and Adobe, Inc., working with CIC-15 and the Information Architecture Project Office. We will invite our customers to evaluate the Visitor Badge Request forms in the new format when they are available for testing.

Please contact the Badge Office at badge@lanl.gov or 7-5587 (Control of Classified Visits) with any questions or comments.